



# Child Care Assistance for Clients with Employment Plans

Joint Counselors Training Conference

May 18<sup>th</sup>, 2016

Presenters: Angela Carlson and Nicole  
Frethem

# Objectives

- Provide an introduction to Child Care Assistance Program (CCAP).
- Explain the responsibilities of CCAP and Job Counselors and how both work to support families.
- Discuss the process of authorizing child care.
- Describe how Sanctions and Non-Compliance impact a client's CCAP case.
- Discuss various methods and tools for CCAP and Job Counselors to communicate.
- Share resources for Job Counselors to help families find quality child care and other resources.



# What is the Child Care Assistance Program (CCAP)?

- Child care costs may be paid for while parents go to work, look for work, or attend school.
- Comprised of 4 sub-programs;
  - MFIP & DWP child care
  - Transition Year (TY)
  - Transition Year Extension (TYE)
  - Basic Sliding Fee (BSF)



# How does CCAP support clients on Employment Plans?

- Removes barriers to economic stability
- Reduces costs of care
- Supports all Employment Plan (EP) activities



# How do Job Counselors Support CCAP?

- Communicate EP information to CCAP
- Update CCAP workers within 10 days
- Group EP activities to work with child care schedules



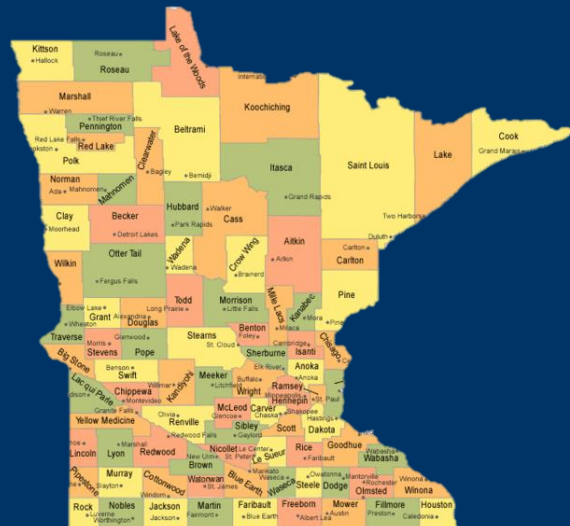
# How do CCAP workers support EPs?

- Authorizing care needed for EP activities
- Acting on information from Job Counselors
- Collecting required verifications including:
  - Schedule verification (if schedule not provided by Job Counselors)
  - Income verification for employment activities



# What Responsibilities do Counties Define?

- Define responsibilities for determining authorized care hours.
- Facilitate information exchanges between Job Counselors and CCAP workers.



# Authorizing Child Care Hours

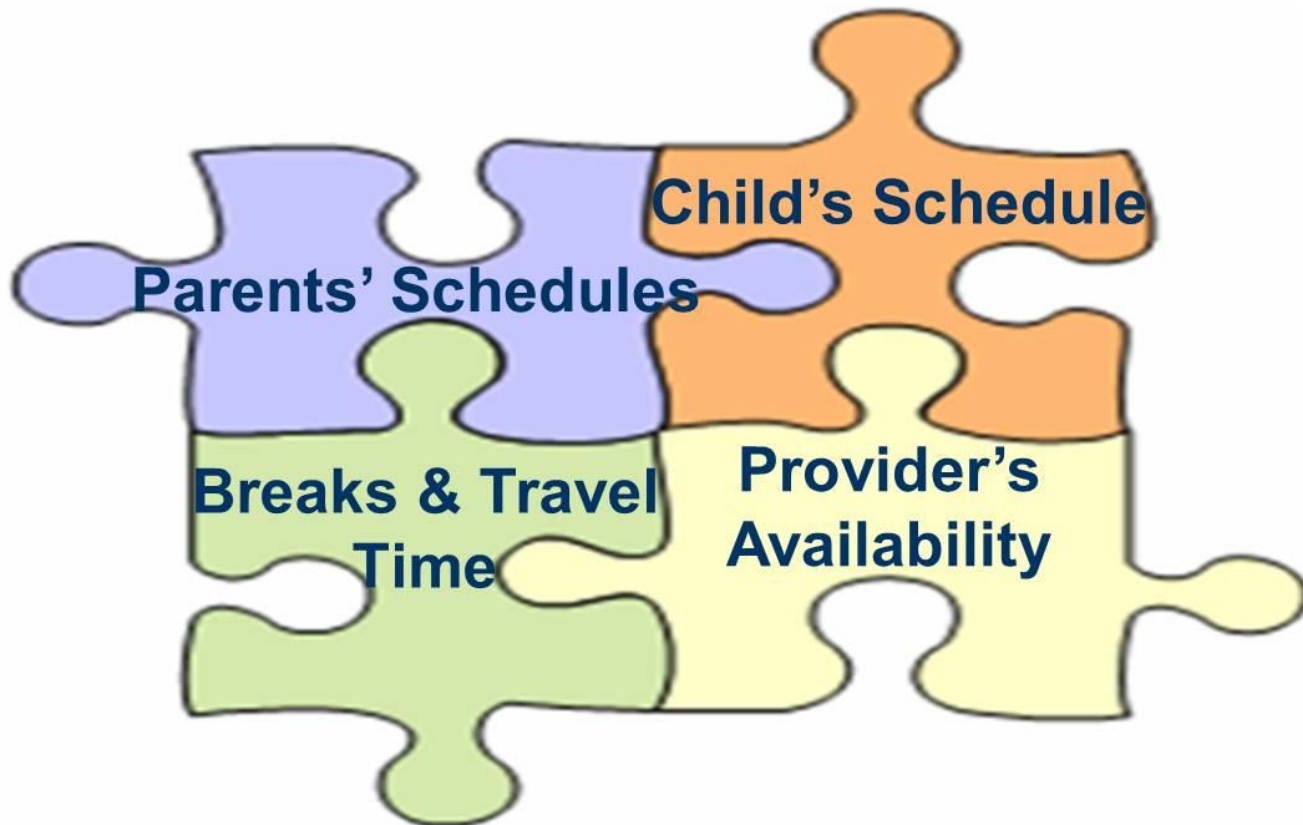
Understanding the Child Care Assistance authorization process is important because:

- Job Counselors may determine authorized hours
- It helps Job Counselors understand what information CCAP requires and why





# Pieces of Child Care Authorization



# Remember . . .



The amount of child care authorized must reflect the family's needs and minimize out of pocket costs to the family.

CCAP Policy Manual §9.1



And . . .


Total Care Authorized


$\leq$


120 Hours Biweekly



# How do I learn more?

 Minnesota Department of Human Services

 CountyLink  
A resource for counties and tribes

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Select a link below to access a Learning Center with program specific course offerings and registration information. **Note:** The Training Learning Centers are unavailable for system maintenance from 7:00 a.m. to 8:30 a.m. every Friday.

- [Adult and Children's Mental Health](#)
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- [Child Support](#)
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- [Continuing Care](#)
- [Health Care](#)
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- [Income Maintenance and Employment Services](#)
- [Licensing](#)
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Additional DHS training and enrollment options for training areas not listed above are available through the links in the [Training News and Information](#) page. Locate Aging, Deaf and Hard of Hearing Services, MHCP Provider, and MHCP Ombudsman training events in [Training News and Information](#).

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Click here and search "CCAP-Authorizing Care"



# Authorized Activity Requirements




One-Parent Families



Two-Parent Families



# MFIP Child Care with an EP

**Minnesota Department of Human Services**

**MFIP/DWP Employment Plan**

**Case Information**

NAME Gary Gauer	JOB COUNSELOR/CASE MANAGER John Smith
MAXIS NUMBER 136627	PHONE NUMBER (763) 783-4836
AGENCY Anoka County	

**Plan Dates**

PLAN START DATE 06/15/12	ANNUAL REVIEW
DWP END DATE	

**Special Considerations** *(check all that apply)*

☒ Family Stabilization Services (FSS)

☐ Family Violence discussed; no violence present

☐ Family Violence Waiver (complete Family Safety section)

☐ Family Violence discussed; violence present but waiver not taken

☐ Family Violence Waiver pending

☐ 18 and 19 year-old without a high school diploma or GED:

☐ School Option

☐ Work Option

☐ School and Work Option

☐ Parent under 18

☐ Member of a two parent family. Name of second parent:

☐ Child under 6 years of age Date youngest child turns 6:

**Goals**

Accept and keep suitable employment leading to earnings high enough to leave cash assistance.

What are your strengths?



Authorize Care for  
Activities in EP

# Employment & Education Schedule Verification

- Schedule must show days and times
- MFIP/DWP with an approved EP
- Flexible employment Schedules



# Child's School Schedule Verification



- Start and end times of classes
- MFIP/DWP with an approved EP





# MFIP Child Care with an EP: Activity Changes



# Special Considerations

- Flexible Schedules
- Medical leaves
- Travel and Break times
- Sanctions



# Flexible Schedules



Typical ★ Minimum ★ Highest



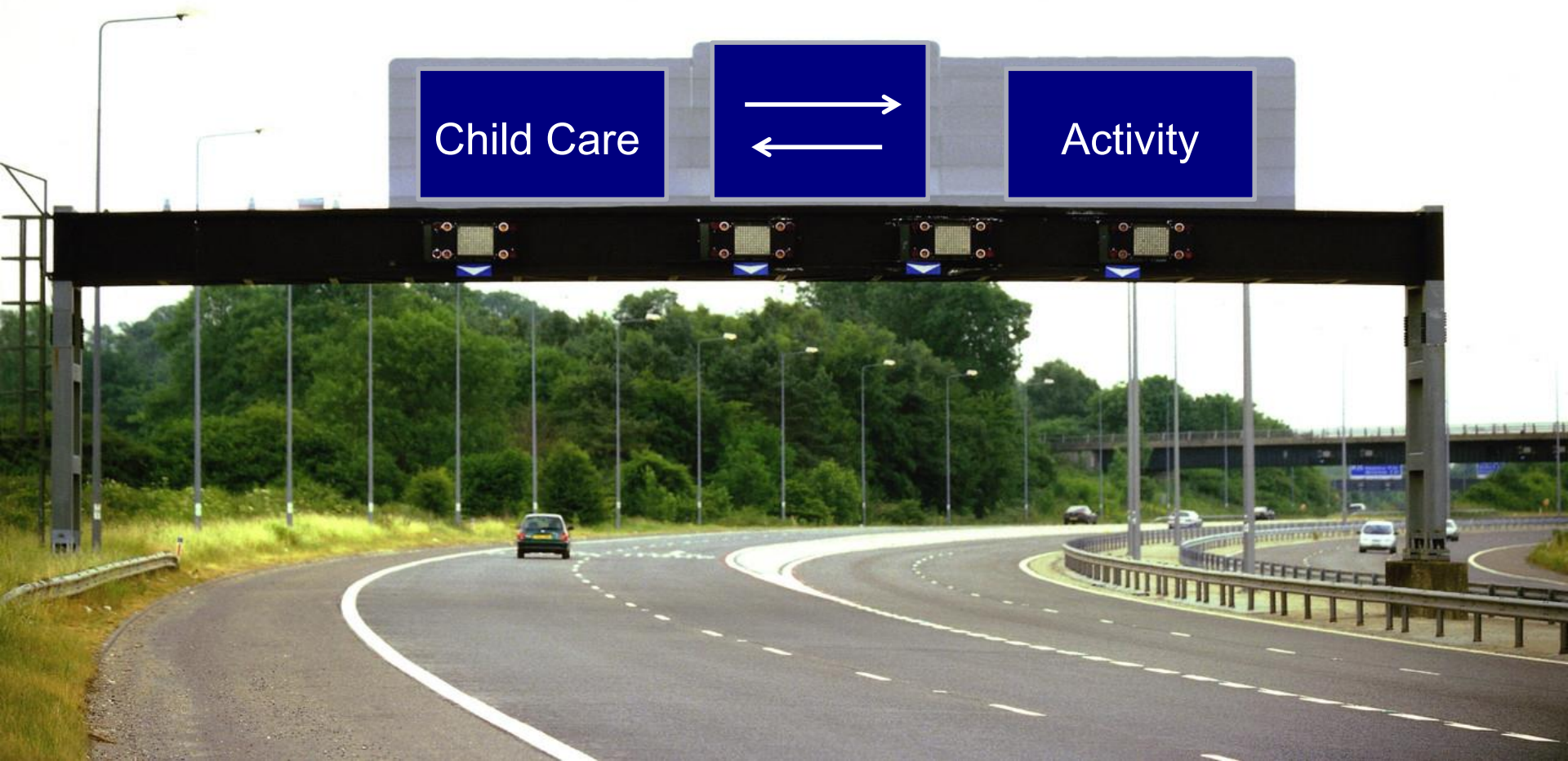
# Parent Medical Leave



Child Care Policy Manual §9.36



# Travel Time and Breaks





# MFIP Child Care with Sanctions



# Communication Methods

- Fax
- Secure email
- Phone call (case noted)
- Employment Plan
- DWP/MFIP Status Update Form (DHS-3165)
- County-specific form
- DHS-7054



# Developing Communication Policy – What to consider

- Who is responsible for verifying schedule information?
- Who is responsible for determining authorized care hours?
- How many Job Counselors and CCAP workers are there within the agency?
- Are there practical issues to consider?
- What information needs to be communicated?





# Supporting Families on CCAP

- Job counselors can be a great resource for families looking for child care
- Share reasons to choose quality providers
  - Benefits to children
  - Potential for higher CCAP subsidy
- Refer families to resources



# Parent Aware



- By phone 1-888-291-9811
- Search on-line [www.parentaware.org](http://www.parentaware.org)

*Parent Aware does not recommend programs.  
They make referrals not recommendations.*



# Parent Aware



Parents can customize their search on-line and over the phone with a Parent Services Specialist:

- Are you interested in a Parent Aware Rated program?
- What are the ages of your children?
- What distance from your home or work is wanted?
- Do you want special environment considerations?
- What is your work schedule?
- Are you on CCAP and need a program that accepts CCAP?



# Parent Aware



## What are those Quality Indicators?

Parent Aware programs use research-based best practices. If programs are not yet rated, talk to parents about the 3 P's:

*THE PEOPLE*  
*THE PROGRAM*  
*THE PLACE*



# Other Resources for Families with Low Incomes

- “Do You Need Help Paying for Child Care”  
(DHS-3551)
  - Other early learning opportunities
  - Resources for families that have children with special needs
  - Health and safety resources for families
  - Other financial assistance programs
  - Community resources



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Thanks  
for  
attending  
our  
session!

